

Timetable

DATES	GENERAL	DETAIL	MILESTONES	YES/NO
October 2007	Preparation: including research (web/database/catalogue searching)	11.10.2007 - Received award at conference and received great feedback on the concept.	Won award	Yes
	Initial negotiations with ALIA etc re database logistics, explore options	15.10.2007 – Came back from conference and started gathering thoughts/ideas and getting head around the whole thing.	Negotiations begun with ALIA	Yes
November	Create Wiki	Set up Wiki spaces with Frankie.	Wiki space set-up	Yes
	Research and buy audio recording device	Purchased Sony Voice Recorder.	Recorder purchased	Yes
	Start organising parameters of project	Create time plan with as much details as possible.	Time plan created	
	Organise link to wiki from ALIA website.	Make contact with Pradeep Kumar (IT personnel at ALIA).	Understand ALIA IT system requirements	
	Organise with ALIA – possibly with Marie for mentoring		Project fits with ALIA's planned IT changes.	
December	Organise business cards thru ALIA.	Have criteria for images selected and finalised.		
	Start researching storage option	Have criteria for non-		

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	<p>and requirements at ALIA</p> <p>Research with other places – War Memorial, State Library & National Library</p> <p>Have parameters of project finalised (include possible publication of photos)</p> <p>Research technicians to 'interview' for Oral history section</p> <p>Have teleconference with Marie, Sue & ALIA IT person to get some basics going.</p>	<p>Talk to work about organising time off – best time etc.</p> <p>Detail guideline for the type of photographs to include – eg. General, social, LTs doing their job, processes and equipment used.</p>		
<p>2008</p> <p>January</p>	<p>Learn how to use "Audacity" programme</p> <p>Organise with ALIA about visit to Canberra for face-to-face meeting to discuss requirements</p> <p>Start organising question for Oral history component</p> <p>Get form letters written to send out to TAFE colleges, libraries & technicians</p>	<p>Price plane tickets to get the best price.</p> <p>Set time and meeting with ALIA staff – IT, Marie, etc. to sort out various technical aspect of project.</p> <p>Discuss with ALIA about possibility of a publishing a book using photos and oral history information collected</p> <p>Research various ALIA documents that detail the early history of LTs and their</p>		

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		formation – Staff involved, etc.		
2008 February	Organising site visits/interview times with contacts. Start drafting conference report with information learned so far.	Organise time with Matthew Mann at TFS for discussions on digital images requirements		
March	Arrange for those oral histories that do not require me to be there and scope of these Finalise site visits/interview times with contacts.	Have dates set and persons who will be conducting the informal histories/reminiscing. Have guidelines for interviews sent to those involved and understand them.		
April	Start Site visits	Visit Perth, Adelaide & Melbourne over 2 week period		
May	Site visit	Darwin and Alice Springs/Katherine site visits		
June	Complete site visits/interviews.	Visit Brisbane, Cairns & Sydney if possible during visit by family from USA		
July	Start collating and cataloguing photographs for database	Catalogue as I receive them if not to database add info to photo properties	Start adding photos to ALIA's database	
August	Continue collating photos			
September	Finalise audio component of oral history	Sound editing of material		

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October	Get oral histories transcribed so it can be added to book if it is to go ahead.	Organise for someone to transcribe audio – possible someone from work (AEU)		
November	If publishing a booklet of photos have draft completed.			
December	Prepare materials for database			
2009	Prepare materials for database			
January				
February	Prepare materials for database			
March				
April	Start to review and amend report/presentation			
May	Complete review and amend report/presentation Upload database materials	Visit ALIA to finalise final upload of database and check that all is working and no major glitches.		

DATES	GENERAL	DETAIL	MILESTONES	YES/NO
		Start gathering progress report into final presentation		
July 2009	Final report Finalise dataset beta version			
August 2009	Test launch of database online. Have power point presentation complete	Arrange for a run thru of report with mentors for opinions and to fix any changes		
September 2009 (Conference)	Official Launch & presentation of report			